

JOB DESCRIPTION

JOB TITLE: Adult Day Care Center Assistant Coordinator **GRADE: 8**

JOB CODE: 2202

DATE: 08/07/96

GENERAL FUNCTION: Under the supervision of registered nurse or licensed practical nurse or other appropriate professional staff performs a variety of duties in coordination of essential social and adult day health center services and provides hands-on client care including; personal care; social, leisure, physical and education activities; and health monitoring. These services are moderate in difficulty and ordered by social worker/case manager and physician, to clients in the Adult Day Care Center. Clients are those who are limited in their activities of daily living.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assist with ambulation and transfers with and without equipment; assist with therapeutic exercise and activities. Assist participants with routine exercise and special range of motion exercise.

Assist with supervised simple procedures as an extension of therapy services, (i.e, physical, occupational and speech).

Trained to assist with: taking B/P and TPR; report changes in the client's condition and needs, as directed; empty catheter bags and other specialized procedures based on client care needs and training received.

Assist in the planning and provision of therapeutic game/activities for participants as listed on the schedule of activities, introduce new games as appropriate. Activities orientation, word games, puzzles, coloring, dancing music therapy, craft demonstrations, and mental stimulation.

Assist in the preparation of crafts and assist participants.

Assist clients with personal care services including toileting of incontinent clients; if needed; adult diaper changes and cleaning up.

Assist with client medication procedures as directed and appropriate.

Assist in the preparation and feeding of meals/snacks to the participants. Prepare and/or assist participants with meals. Set up tables for lunch time, distribute or assist

participants with prepared meals, i.e. cutting and grinding foods for clients that have a need. Wash and sanitize tables after all participants.

SUPERVISION EXERCISED: May act as a working supervisor in the absence of the Adult Day Care Center Coordinator. The individual acting as supervisor would have qualified experience and

JOB TITLE: Adult Day Care Center Assistant Coordinator (Cont'd) **JOB CODE:** 2202

would require the supervision of the Program Coordinator/Administrator and Adult Day Center Health Nurse.

SUPERVISION RECEIVED: Limited supervision with alternating periods of autonomy and general review. Supervision shall be provided by the Adult Day Care Center Coordinator, and all Health Services shall be supervised by a Registered Nurse assigned to the Adult Day Care Center.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Competency in Adult Day/Adult Day Health Center routine services; of proper methods of giving personal care to clients (including incontinence of bowel and bladder); methods of obtaining and documenting client information when appropriate.

Competency in recording vital signs; in observing vital signs; in observing, recording and describing behavior and physical symptoms; in communicating effectively with patients/clients concerning health care needs.

Working ability to recognize and respond to problem situations according to established procedures; to carry out specifically assigned tasks; to improve the physical and mental well being of individual patients/clients to gain the cooperation of patients/clients in following their treatment regimen; to maintain good working relationships with co-workers, supervisors and health care professionals.

Good knowledge of and practices of universal precautions for controlling the spread of infection.

Minimum Education, Training, and Experience Requirements: High School diploma or GED.

Training in personal care, health monitoring procedures, First aid, CPR and CMT. One (1) year experience in and adult day care center services, community health agency, nursing home, or hospital.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.